



Volunteer! Lynchburg

Job Description Form

Department/Division: Human Resources/Occupational Health

Location: Johnson Health Clinic (Federal St)

Job title: Receptionist

Reports to: Sam Ripley

Title: Occupational Health Nurse

Type of position:

☒ Volunteer

☒ Intern

Scheduling: 2 hour minimum per day

Hours /week

Days

☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday

☒ At discretion of volunteer

Skill requirements:

- Answer telephone, transfer calls to appropriate staff member
- Greet visitors
- Clear handwriting
- Good interpersonal skills
- Ability to operate office equipment such as a copier and fax machine

Education Requirements:

- High School graduation

Description of Duties:

- Provides initial customer service by telephone or in person
- Completes basic data entry of patient information such as name, age, department, work location, reason for visit
- Assists nurses with patient coordination
- Conveys routine information to employees from nurses

Background/DMV Checks Required:

☐ Criminal Background Check

☐ DMV Check

Degree of Physical Risk for Position:

☒ Low Degree

☐ Some Degree – please explain:

☐ High Degree – please explain:

Benefits for Volunteer/Intern:

- Opportunity to meet and interact with a variety of people
- Solid work experience
- Basic exposure to health care field